

P/T Colloquium Guidelines for T Division

For potential hosts: How to invite and host a speaker

1. Potential <host> submits application <form> to tdiv-pt@lanl.gov.
2. If accepted, the speaker and host select date of the presentation (see http://www.lanl.gov/orgs/p/ptcolloq_06_07.shtml). This should be coordinated with the T-division chain, Kevin Sanbonmatsu (kys@lanl.gov) and the P-division chair, Michele Espy (espy@lanl.gov). Timelines to consider: Foreign National 982 approval process takes approximately 45 calendar days if the speaker is from a sensitive country and 10 working days if a non-sensitive country. Please allow an additional 5 working days for processing.
3. Host emails the tdiv-pt@lanl.gov with date, title, abstract and visually exciting jpeg graphic.
4. Coordinator (marciv@lanl.gov) fills out <982 form> (foreign national speakers only) with the help of the speaker and the host, <1861/1897 form> (for speakers presenting laptop presentations with their own personal laptop), <W-9 form> (for the honorarium check).
5. Speaker visits the <badge office> to get photo-ID (see below).
6. During visit, the speaker meets with coordinator to arrange for reimbursement. The host should arrange this meeting with the coordinator (marciv@lanl.gov). The honorarium for a speaker is \$200.00. Reimbursements include travel, rental car, per diem and hotel.
7. Speaker fills out <1127-A form> for reimbursement.

Role Definition and Responsibilities:

1. *Committee Chair* (kys@lanl.gov): responsible for the overall functioning of the P/T Colloquium from prospective speaker to "day of" logistics. Works closely with the entire PTC Committee to ensure quantity, diversity and quality.
2. *Committee*: Responsible for the recruitment of highly qualified speakers presenting on a broad range of topics pertinent to the current or future work at LANL. Responsible for making sure the recruited speaker is present the day of the presentation.
3. *Host*: Host arranges for the speaker to go to the badge office for badging, scheduling individual meetings with speaker while here at LANL and getting the speaker to the Physics Auditorium for the presentation.
4. *Coordinator* (marciv@lanl.gov): Responsible for all logistical details ranging from the invitation to the reimbursement forms after the speaker has left LANL. Forms include but are not limited to Invitation Letter, Request for an Unclassified Visit or Assignment by a Foreign National/Security Plan (982), Official Visitor Invitation Request (910), A/V Systems form, Request for Tax Payer ID Number and Certification (W-9), Travel Reimbursement (1127-A), Computer Form (1861/1897), Catering Form and Welcome Letter. Maintains distribution list (tdiv-pt@lanl.gov). Responsible for the entire quality of the speaker's experience pre, post and during the visit.

Badging: Speakers to LANL must wear a DOE issued badge. Before a speaker arrives arrangements will be made for the speaker to have a badge request at the badge office awaiting the speaker's arrival. If you are a host and your speaker is on laboratory property for less than 24 hours and your speaker is a citizen of the United States, you may request a visitor's badge from the coordinator (marciv@lanl.gov). However, the host must accept full responsibility for escorting this individual at all times. The host must ensure that the speaker sign for a visitor's badge and that the host be responsible for the return of that badge to the P/T Colloquium Coordinator the day the speaker departs the laboratory. The visitor badge may not be left in a mailbox upon return and must be signed in and out on the visitor log.

Non-LANL Recordable Devices: Recordable devices include but are not limited to ipods, computers, cell phone, PDA's. Cell phones and similarly sized devices may be stored in lockers where available. For speaker's using their personal computers, the 1861/1897 form is filled out by the speaker assisted by the host, signed and on file before the visit begins. This form is shown to information technology staff that set up the speaker's personal computer for a presentation or for a network request. The original form is kept with the external recordable device at all times. A copy is made for the P/T Coordinator.